

St. John's School
In-Class Operating Plan
January, 2021

A. In-Class Operations Plan

The following guidelines serve as official notice of plans regarding the re-opening of St. John's School for face-to-face instruction. They attempt to minimize the amount of contact that students and teachers have with others. In the event of a positive COVID19 case within the school, all parents will be generally informed within 24 hours. Parents of students deemed to have been in close contact (within six feet for at least 15 minutes) with the positive individual will be notified as soon as possible after the administration has been informed.

Parents and employees must notify the school immediately in the event of a confirmed positive diagnosis of a student/employee, a member of a student's/employee's household, or someone the student, employee, or household member has been in contact with. Clearance for return to school after a required quarantine will be determined by the school nurse. The school will strictly abide by DPHSS guidelines for quarantine and return to school/work.

Primary Point of Contact: Patricia Bennett, Head of School

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Secondary Contact: Cecilia Guiao, School Nurse cguiao@stjohnsquam.com

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B. General Requirements and Restrictions

Drop Off and Pick Up

In order to reduce the number of students being dropped off and picked up at any given time, arrival times and dismissal times will be staggered by age-group.

Class Start and Dismissal Times will be as follows:

8:00 Lower School to 2:30 (Primary) and to 2:45 (Intermediate)

8:30 to 3:15 Middle School (8:30 to 8:55 will be Homeroom Class)

9:00 to 3:25 Upper School

SCHOOLWIDE REQUIREMENTS

- Parents will not be able to park on campus and leave their cars. Only students and employees will be allowed on campus. (Parents and other visitors may enter the school office under strict protocols: limited number, appointments preferred, distancing, masks, temperature checks...)
- School personnel will monitor hallways and escort younger students as needed. Also, older siblings may escort younger family members to classrooms.
- All students and employees will get a temperature check to enter campus.
- Pre-K and Kinder parents may park at the pool and walk children to Lower School back entrance. (Temperature Check will be done at Pool walkthrough gate.)
- Middle and Upper School Students who need to be dropped early, will proceed to assigned area for study.
- Only St. John's students and employees will be allowed on campus without express approval from the Head of School.
- Temperature checks, masks, and distancing protocols will be in place at all times and will be strictly enforced.
- There will be no after-school programs or activities until further notice. This includes library hours. (An exception may be made for interscholastic sports, if approved.)
- Any student who exhibits symptoms or develops a fever during the school day will be placed in isolation, and parents will be called to pick up the student within 30 minutes time.
- There will be no large gatherings. All chapels and meetings will be virtual.

MOST IMPORTANT: Parents will be repeatedly reminded: Do not send children to school if they are not feeling well, or if they are on required or voluntary quarantine. Since the COVID19 symptoms are broadly variable, any/every illness must require absence from school. Parents may contact the school for assistance with make-up or on-line work at home.

A checklist for parents to review each morning will serve as a reminder of expectations. (Such as symptoms, household member travel or illness, etc.) This will include the requirement that parents take their children's temperatures each morning before they come to school. By bringing the student to school, parents certify that the checklist requirements are all met. (Parents will be required to complete and submit a screening agreement prior to students attending classes.)

The school relies heavily on the integrity of all families in helping to ensure that no potential carrier of the COVID19 virus brings it to our school. Online instruction will be used to support family decisions to quarantine at home.

Any student or adult showing a temperature of 100 degrees or more will not be allowed on campus. If a student's temperature exceeds 100 degrees after being dropped off,

he/she will be held in isolation, and parent must pick up student within 30 minutes of being called.

The school nurse will be the authority for clearance procedures after illness. She will advise the Head of School regarding specific students and circumstances.

Individuals (students or employees) who are at high risk for COVID19 must inform the Head of School in order to establish special protective measures.

In the event of a positive COVID19 case within the school population, parents will be notified, and students/employees deemed to have had “close contact” will quarantine at home with online instruction. Contact tracing and other actions taken by DPHSS and the Government of Guam will take precedence over school policies.

CLASSROOM PROTOCOLS—ALL LEVELS:

- Classrooms are staged with six-foot distances between students. Desks and tables are not to be re-arranged without administrator approval.
- No lunchtime drop-offs. Students may either bring a lunch (ready to eat) or order from the Hungry Knight for classroom delivery.
- No refrigerators or microwaves in classrooms. (Both a space and multiple touch issue). Lunches brought from home must be ready to eat and safe without refrigeration.
- Students will eat lunches quietly, without loud talking, laughing, etc.
- Students must bring their own drinking water or a refillable water container. Water fountains will only be operating as “hands free” filling stations for water bottles.
- Each student should bring 2 clean face masks and a plastic face shield daily. MASKS WITH VALVES ARE NOT ALLOWED.
- Each student should have a personal hand sanitizer.
- Students who are attending online class at home must wear their school uniform to attend class.
- Everyone must follow signage for one-way hallways and walkways, always maintaining a six-foot space from other walkers.
- Students may not share objects of any kind, pencils, markers, toys, books, etc.
- Handwashing will be a priority after each activity.
- Restroom capacity limits will be posted and strictly enforced.

Additional for LOWER SCHOOL

- To the extent possible, specials teachers will conduct classes in students’ homerooms to reduce student movement from room to room.
- Students will eat lunch in homeroom classes.
- Recesses will be staggered by grade level.

Additional for MIDDLE SCHOOL

- All students will be assigned to a homeroom and will report to their homeroom classrooms at 8:30 A.M.
- Students will be assigned a classroom location for lunch.
- There will be no school-wide breaks. Teachers will allow restroom visits as needed.
- PE classes will be conducted outside, and activities will be low impact for the time being. Strictly limited capacities to locker rooms will be enforced.
- Passing times between classes will be extended to 10 minutes.

Additional for UPPER SCHOOL

- Students will be assigned a classroom location for lunch.
- There will be no school-wide breaks. Teachers will allow restroom visits as needed.
- PE classes will be conducted outside, and activities will be low impact for the time being. Strictly limited capacities to locker rooms will be enforced.
- Passing times between classes will be extended to 10 minutes.

TEACHERS

- Open classroom doors at least 15 minutes before first class and during full passing times in order to avoid students touching doorknobs or waiting in groups in hallways.
- Maintain permanent seating charts, and enforce seating compliance, for all classes (to assist with accurate contact tracing if necessary.)
- Desks, chairs, doorknobs, and other “touched” places in classrooms must be wiped with disinfectant after each class. Supplies for this will be provided.
- Any student who exhibits *any* symptoms of illness, must be sent to the school nurse immediately. Teachers who feel ill will likewise report it immediately.
- Students must not be allowed to share books or other items.
- In the Upper School, odd numbered room classes will dismiss students three minutes before the scheduled passing time. Even numbered rooms will wait the full three minutes to release students at the scheduled time.
- When possible (what with supervising the cleaning routine) teachers should stand near their doorways during passing to help monitor hallway compliance.
- Since there will be no scheduled break time, teachers must be flexible regarding allowing snacks and restroom use during class and passing time.
- Compliance to the rules (masks, distancing, hand-cleaning) is critical. Non-compliant students, after fair warning, must be referred to the administration for disciplinary action. **THERE WILL BE NO FRIDAY GROUP DETENTION UNTIL FURTHER NOTICE.**

- The capacity of the faculty lounge and conference room will be 5 people each with the 6-foot rule in place.
- Teacher duty hours will remain the same for all teachers 7:30 AM to 4:00 PM.
- Teacher parking areas will remain the same as well, BUT all teachers must pass through a temperature check entry point **before** entering any building.
- Any employee who is placed on mandatory quarantine status will not be charged leave time. Teachers on quarantine, but not ill, will be expected to provide online instruction.
- To the extent possible, teachers should open doors and windows for a few minutes several times throughout the day.

C. Hygiene and Daily Practices

On the first school day when in-person classes are allowed, St. John's School will hold a teacher preparation day. The morning will be used to go over each part of the Guideline for a Safe Opening, including Q and A. The afternoon will be spent preparing the classrooms which will already have been sanitized and set up by maintenance staff.

Students will begin attending on the second allowed day. Their arrivals will be staggered as indicated. Teachers will, once again, review the new guidelines which will have already been sent to parents and to students in Middle and Upper Schools.

Hygiene practices, some previously listed, include:

- No touch hand sanitizers at each classroom door that students must use when entering and again when leaving. Students are also required to bring their personal hand sanitizers.
- Teachers will provide continual reminders about hand cleaning, covering coughs and sneezes, avoiding touching faces, distancing, etc.
- All water fountains are set for handsfree refilling only.
- Cleaning supplies are placed in every classroom for sanitizing surfaces often.
- Teachers refer any/all symptomatic students to the school nurse immediately.
- Procedures for students and staff who are feeling ill (listed previously) will be strictly enforced.
- Parents will sign and submit an affirmation form delineating their daily responsibility. (Shown Below)

Parent Affirmation Form

By execution of this statement, I affirm that my child(ren)'s presence at school on any day constitutes an affirmative representation on my part that I/we have performed the required health screening below and affirm that the responses to all questions are NO.

*Parent/Legal Guardian Signature*_____

*Date*_____

Screening Questions

Yes or No, neither I nor my child(ren) have any of the following:

- *A fever of 100 degrees or higher or a sense of having a fever during the past 72 hours*
- *New or unexpected cough that cannot be attributed to another health condition*
- *New shortness of breath or difficulty breathing that cannot be attributed to another health condition*
- *New chills that cannot be attributed to another health condition*
- *New muscle aches that cannot be attributed to another health condition or specific activity such as physical exercise*
- *New loss of taste or smell*
- *Nausea, vomiting, or diarrhea*
- *Currently living with a person who has exhibited symptoms of COVID19 or is currently under quarantine due to close contact with a person suspected or confirmed to have COVID19*

Yes or No, in the past 14 days, neither I nor my child(ren) have done either of the following:

- *Cared for or had other close contact with a person suspected or confirmed to have COVID19*
- *Traveled off-island*
- _____

Parents will be repeatedly reminded: Do not send children to school if they are not feeling well, or if they are on required or voluntary quarantine. Since the COVID19 symptoms are broadly variable, any/every illness must require absence from school. Parents may contact the school for assistance with make-up or on-line work at home. A checklist for parents to review each morning will serve as a reminder of expectations. (Such as symptoms, household member travel or illness, etc.) This will include the requirement that parents take their children's temperatures each morning before they come to school. By bringing the student to school, parents certify that the checklist requirements are all met. (Parents will be required to complete and submit a screening agreement prior to students attending classes.)

The school relies heavily on the integrity of all families in helping to ensure that no potential carrier of the COVID19 virus brings it to our school. Online instruction will be used to support family decisions to quarantine at home.

Any student or adult showing a temperature of 100 degrees or more will not be allowed on campus. If a student's temperature exceeds 100 degrees after being dropped off, he/she will be held in isolation, and parent must pick up student within 30 minutes of being called.

D. Cleaning, Disinfection, and Ventilation

Intensive cleaning routines to be conducted throughout the school day have been described above. Maintenance employees will be assigned to sanitize often touched places throughout the day (door knobs, stair rails, restrooms, etc.)

Our Air Conditioner contractor has provided the following description:

Campus is comprised of multiple HVAC design systems, Lower, upper and gymnasium are operating on large DX unit. Supply air is distributed through main ducting, branching off to each class in overhead venting. Air returning to units is through open ceiling/common return. All have Fresh Air Ducting Middle, LRC and Snack Wing are operating on smaller Dx/Mini split units. All units are maintained on a quarterly schedule, however prior to reopening of school a full maintenance and sterilization will be conducted. Filters will be replaced on bi-weekly basis until UV lights are installed

E. Social Distancing and Other Protective Measures

Social distancing and other measures are thoroughly described in Part B General Requirements, as follows:

Drop Off and Pick Up

In order to reduce the number of students being dropped off and picked up at any given time, staggered arrival times and dismissal times will begin Monday, August 10.

Class Start and Dismissal Times will be as follows:

8:00 Lower School to 2:30 (Primary) and to 2:45 (Intermediate)

8:30 to 3:15 Middle School (8:30 to 8:55 will be Homeroom Class)

9:00 to 3:25 Upper School

CLASSROOM PROTOCOLS—ALL LEVELS:

- All classrooms are staged with six-foot distances between students.
- No lunchtime drop-offs. Students may either bring a lunch (ready to eat) or order from the Hungry Knight for classroom delivery.
- No refrigerators or microwaves in classrooms. (Both a space and multiple touch issue). Lunches brought from home must be ready to eat and safe without refrigeration.
- Students will eat lunches quietly, without loud talking, laughing, etc.
- Students must bring their own drinking water or a refillable water container. Water fountains will only be operating as "hands free" filling stations for water bottles.
- Each student should bring 2 clean face masks and a plastic face shield daily. MASKS WITH VALVES ARE NOT ALLOWED.

- Each student should have a personal hand sanitizer.
- Students who are attending online class at home must wear their school uniform to attend class.
- Everyone must follow signage for one-way hallways and walkways, always maintaining a six-foot space from other walkers.
- Students may not share objects of any kind, pencils, markers, toys, books, etc.
- Handwashing will be a priority after each activity.
- Restroom capacity limits will be posted and strictly enforced.

Additional for LOWER SCHOOL

- To the extent possible, specials teachers will conduct classes in students' homerooms to reduce student movement from room to room.
- Students will eat lunch in homeroom classes.
- Recesses will be staggered by grade level.

Additional for MIDDLE SCHOOL

- All students will be assigned to a homeroom and will report to their homeroom classrooms at 8:30 A.M.
- Students will be assigned a classroom location for lunch.
- There will be no school-wide breaks. Teachers will allow restroom visits as needed.
- PE classes will be conducted outside, and activities will be low impact for the time being. Strictly limited capacities to locker rooms will be enforced.

Additional for UPPER SCHOOL

- Students will be assigned a classroom location for lunch.
- There will be no school-wide breaks. Teachers will allow restroom visits as needed.
- PE classes will be conducted outside, and activities will be low impact for the time being. Strictly limited capacities to locker rooms will be enforced.

TEACHERS

- Open classroom doors at least 15 minutes before first class and during full passing times in order to avoid students touching doorknobs or waiting in groups in hallways.
- Maintain permanent seating charts, and enforce seating compliance, for all classes (to assist with accurate contact tracing if necessary.)
- Desks, chairs, doorknobs, and other "touched" places in classrooms must be wiped with disinfectant after each class. Supplies for this will be provided.
- Any student who exhibits *any* symptoms of illness, must be sent to the school nurse immediately. Teachers who feel ill will likewise report it immediately.
- Students must not be allowed to share books or other items.
- In the Upper School, odd numbered room classes will dismiss students three minutes before the scheduled passing time. Even numbered rooms will wait the full three minutes to release students at the scheduled time.
- When possible (what with supervising the cleaning routine) teachers should stand near their doorways during passing to help monitor hallway compliance.
- Since there will be no scheduled break time, teachers must be flexible regarding allowing snacks and restroom use during class and passing time.

- Compliance to the rules (masks, distancing, hand-cleaning) is critical. Non-compliant students, after fair warning, must be referred to the administration for disciplinary action. THERE WILL BE NO FRIDAY GROUP DETENTION UNTIL FURTHER NOTICE.
- The capacity of the faculty lounge and conference room will be 5 people each with the 6-foot rule in place.
- Teacher duty hours will remain the same for all teachers 7:30 AM to 4:00 PM.
- Teacher parking areas will remain the same as well, BUT all teachers must pass through a temperature check entry point **before** entering any building.
- Any employee who is placed on mandatory quarantine status will not be charged leave time. Teachers on quarantine, but not ill, will be expected to provide online instruction.
- To the extent possible, teachers should open doors and windows for a few minutes several times throughout the day.

In addition, the following traditional events will not take place:

- In-person Chapels
- In-person class and club meetings
- Detention
- In-person after-School programs/tutoring

Physical Education classes will meet outdoors and will conduct low-impact activities only. Locker room and restroom capacities will be strictly enforced to provide six-foot distancing.

Orchestra classes will be conducted in the gymnasium in order to ensure o

Note: St. John's School does not utilize busing; all students are dropped off and picked up by private vehicle.

F. Sick Students/Staff

Parents and employees must notify the school immediately in the event of a confirmed positive diagnosis of a student/employee, a member of a student's/employee's household, or someone the student, employee, or household member has been in contact with. Clearance for return to school after a required quarantine will be determined by the school nurse. The school will strictly abide by DPHSS guidelines for quarantine and return to school/work.

Employees who call in sick will, as appropriate, be counseled by the school nurse regarding symptoms and steps to be taken. Parents of students who are attending in-person school and are reported as absent during first period will receive a phone call from the school nurse or her designee to ascertain the reason for absence. They also will be appropriately counseled. The return to

school after absence will follow our normal procedures for clearance by parent, doctor, or school nurse as appropriate.

Everyone who enters campus will be screened. Parents, students, and staff will be reminded of COVID19 symptoms and will be required to report any onset of symptoms to the school nurse immediately. Teachers all have touch free thermometers to check for fever. Anyone having symptoms will be isolated and sent home. (In the case of student illness, parents must pick-up the student from isolation within 30 minutes.)

The isolation area will only be accessible to the school nurse, and it has its own ventilation system.

In the event of a positive diagnosis of COVID19, St. John's School will notify DPHSS and strictly follow all guidelines regarding sanitizing, quarantine, and notifications. The school administration will notify parents of students deemed close contacts and arrange for on-line instruction for a two-week period. Teachers who must quarantine, but are not ill, will be provided a substitute for supervision, and can teach from home.

The school nurse will be the authority for clearance procedures after illness. She will advise the Head of School regarding specific students and circumstances.

Individuals (students or employees) who are at high risk for COVID19 must inform the Head of School in order to establish special protective measures.

In the event of a positive COVID19 case within the school population, parents will be notified, and students/employees deemed to have had "close contact" will quarantine at home with online instruction. Contact tracing and other actions taken by DPHSS and the Government of Guam will take precedence over school policies.

G. High Risk Activities

Activities that lead to increase droplet and aerosol transmission will not be allowed. These include:

- Singing/Glee Club
- Woodwind and brass instrument playing
- Shouting and loud talking and laughing

Primary Point of Contact: Patricia Bennett, Head of School, 988-9128 pbennett@stjohnsquam.com

Secondary Contact: Cecilia Guiao, School Nurse cguiao@stjohnsquam.com

Additional Contacts: Michelle Untalan, Lower School Assistant Head muntalan@stjohnsquam.com ,

Bob Kelley, Middle/Upper School Assistant Head bkelley@stjohnsquam.com

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